

11-8-1976

# Procedures for Departmental Review of Chairpersons Designated as Being Considered for Re-appointment Academic Year 1976-77

The College at Brockport, College Senate

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Routing #176-77 7

Resolution #1  
1976-1977

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on November 8, 1976  
(Date)

RE: X I. Formal Resolution (Act of Determination)  
II. Recommendation (Urging the fitness of)  
III. Other (Notice, Request, Report, etc.)

SUBJECT: Procedures for Departmental Review of Chairpersons Designated as  
Being Considered for Re-appointment, Academic Year 1976-77

(See attached)

Signed M. Patkoff Date Sent 11/9/76  
(For the Senate)

..... Martila Patkoff, President, Faculty Senate

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date 12/2/76  
b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation

II, III. a. Received and acknowledged

b. Comment:

*Accepted in principle. Request that correspondence of July 12,  
+ July 13 be reviewed and further discussion held with VP  
Gennarino*

DISTRIBUTION: Vice-Presidents: Shuman, Long

Others as identified: Shuman Eric Jew

Distribution Date: \_\_\_\_\_

Signed: Albert W. Brown  
(President of the College)

Date Received by the Senate: DEC 6 '76

12/2/76

STATE UNIVERSITY COLLEGE  
Brockport, New York

Faculty Senate Office

November 8, 1976

Resolution #1, 1976-77

SUBJECT: Procedures for Departmental Review of Chairpersons Designated as Being  
Considered for Re-appointment, Academic Year 1976-77

The purpose of this resolution is to provide for maximum departmental participation in making a recommendation to the President of the College concerning the question of whether the person serving as departmental chairperson should or should not be re-appointed. This resolution applies to the academic year 1976-77 only. The reason for this is that a number of chairpersons had their terms extended beyond August 31, 1976, owing to the academic re-organization of the College. It is the intent of the resolution that chairpersons whose terms end on or before August 31, 1977 be reviewed by the same procedures and on the same schedule.

1. These procedures apply to departmental chairpersons whose terms were extended beyond August 31, 1976, and also to those departmental chairpersons whose terms will be completed on or before August 31, 1977.
2. The process for departmental review of chairpersons for re-appointment begins when the President of the College sends notice to the Faculty Senate President and the Chairperson of the Senate Appointments, Promotions, and Tenure Committee of the names of departmental chairpersons whom he intends to review for re-appointment. Notice of such intent to review for re-appointment should be sent also to each chairperson concerned.
3. The President of the College should also send a list of departmental chairpersons whom he does not intend to review for re-appointment to the Faculty Senate President and the Chairperson of the Senate Appointments, Promotions and Tenure Committee. Those chairpersons should likewise be so notified in writing.
4. Departmental chairpersons, upon receipt of the President's notice of intent to review for re-appointment, should declare their willingness to be considered for re-appointment. This should be done by letter to the President of the College and to the Senate Appointments, Promotions, and Tenure Committee or equivalent no later than November 17, 1976. If the departmental chairperson does not signify a willingness to be reviewed for re-appointment, the evaluation process does not continue. In that case, the chairperson of the Departmental Appointments and Promotions Committee or equivalent should send a request to the President of the College for authorization to announce a vacancy in the office of departmental chairperson and to form a search committee on the appropriate schedule.
5. If the departmental chairperson indicates a willingness to be reviewed for re-appointment, the chairperson of the Senate Appointments, Promotions, and Tenure Committee should appoint a Faculty Senate observer/consultant for participation in that department's evaluation process. This appointment should be made no later than November 22, 1976.

6. The faculty observer/consultant should communicate with the chairperson of the Departmental Appointments and Promotion Committee or equivalent. They should jointly arrange for a departmental meeting to be held for the purpose of beginning the review process. From this time forward, the participation of the department chairperson being reviewed shall be restricted to those actions specifically noted in these procedures.
7. The faculty observer/consultant shall be present at all meetings of the department and the departmental evaluation committee, if any, which relate to the evaluation of the departmental chairperson for re-appointment.
8. The chairperson of the Departmental Appointments and Promotion Committee or equivalent will chair the departmental meeting which begins the review process.
9. As provided for by existing college policy, there must be student participation in the process of evaluating departmental chairpersons.
10. The department will either (a.) elect an evaluation committee, which will have as its purpose the establishment of criteria and procedures for evaluation, and the making of a recommendation for the approval of the department, or will (b.) resolve to establish itself as a committee-of-the-whole to establish criteria and procedures, and the preparation of a recommendation. In either case, a vote will go to the President of the College from the whole department.

Unless specifically prohibited from doing so by existing departmental policies and procedures, the departmental chairperson shall be regarded as being eligible to vote (a.) on the question of whether the evaluation shall be conducted by an evaluation committee or by departmental committee-of-the-whole, and (b.) on questions related to the size and composition of the evaluation committee, if any.
11. The departmental committee-of-the-whole or the evaluation committee are charged with the following responsibilities:
  - (a.) Establishing procedures for the review.
  - (b.) Establishing dimensions and criteria in relation to which the decision whether or not to recommend re-appointment will be made. It should be noted that minimum areas of performance for departmental chairpersons are to be found on pages 4-5 of the Faculty Handbook.
  - (c.) Establishing dates for meetings, deadlines for collection of data, completion of interviews, if any, and other tasks.
  - (d.) The above procedures, meeting dates, deadlines, and criteria should be communicated in writing to the departmental chairperson. If formulated by an evaluation committee, they should likewise be communicated in writing to all department members.
  - (e.) Before moving beyond strictly procedural questions, the evaluation committee or departmental committee-of-the-whole is charged with establishing the minimum number of positive votes which can be considered the basis for a positive departmental recommendation, unless existing departmental policies and procedures provide an answer to this question.



- (f.) Assemble the information necessary to formulate a written recommendation. The departmental chairperson should be regarded as having the right to have a meeting with the evaluation committee, if any, before their recommendation is made, and the right to have a meeting with the department before their vote is taken.
12. Upon completion of the review of all materials, the evaluation committee or equivalent, if any, will hold a vote by secret ballot on the question of whether or not to recommend the chairperson for re-appointment. On the basis of that vote, the evaluation committee or equivalent must write a letter to the President of the College giving its recommendation and supporting rationale. Copies of ~~the~~ letter should go to members of the department and the departmental chairperson.
  13. If there is an evaluation committee or equivalent, a departmental meeting should be held, chaired by the chairperson of the Departmental Appointments and Promotion Committee or equivalent, at which a vote will be taken on whether or not to recommend the re-appointment of the departmental chairperson. The vote will be taken by secret ballot. The letter from the evaluation committee or equivalent and the vote of the department will then be forwarded to the President of the College.
  14. If the department is functioning as a committee-of-the-whole, a vote should be taken by secret ballot following evaluation of materials received, and a letter prepared on the basis of the vote including a recommendation with rationale to the President of the College.
  15. Unless specifically permitted to do so by existing departmental policies and procedures, the departmental chairperson should not be regarded as eligible to vote on the recommendation.
  16. The departmental vote count along with the recommendation and rationale from either the evaluation committee or the committee-of-the-whole, should be forwarded to the President of the College by March 1, 1977.
  17. The President of the College should give notice of re-appointment or non-re-appointment to the department chairperson, the chairperson of the Departmental Appointments and Promotions Committee or equivalent, the President of the Faculty Senate, and the chairperson of the Senate Appointments, Promotions, and Tenure Committee by March 15, 1977.